



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062022R10003

**ISSUANCE DATE:** October 13, 2021

**CLOSING DATE/TIME:** October 27, 2021

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Voucher Examiner

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Janine Scott  
**Contracting Officer**

U.S. Agency for International Development  
C/O American Embassy,  
Plot 1075 Diplomatic Drive,  
Central Business District, Abuja  
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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062022R10003
- 2. ISSUANCE DATE:** October 13, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 27, 2021/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** Voucher Examiner
- 6. MARKET VALUE:** N8,664,538 to N13,007,282 equivalent to FSN-8; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a December 2021.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract:**

This Voucher Examiner (VE) position is one of three VE positions with the responsibility of advancing robust risk management in reviewing advance, liquidation, and reimbursement vouchers for implementing partners, employees, and various vendors that serves as the principal administrative support person for the Office of Financial Management (OFM). The employee reports directly to the Supervisory Voucher Examiner (SVE) Controller and his/her designee and operates independently to ensure that payments functions are performed effectively, efficiently, and in a manner that promotes harmony and problem solving.

## **2. Statement of Duties to be Performed**

### **A. Voucher Review**

**50%**

Examines and audits advances, liquidations, and reimbursement vouchers of both implementing partners, employees, and various vendors. Analyzes the transactions to ensure that claims are in accordance with contract provisions, control of budget line items, application of indirect cost rates and rate adjustments, level of effort required, and payment documentation. Determines through the Phoenix Accounting system that funds are obligated and/or committed and are available for payment of the claim. Ensures that all authorizations, certifications, and other documents are on file and that payments are in accordance with applicable U.S. and other applicable host country laws and regulations. Much of procurement is multi appropriation funded requiring detailed reviews and an effective decision-making process prior to processing payment. Analyzes the budget and controls the funds. Estimates expected average monthly cost and questions over or under expenditures. Analyzes requests for advances and maintains control with expenses reports submitted by contractors and grantees.

a. Verifies that vouchers/invoices are correct and conform to the terms and conditions (contract-specific provisions and AIDAR/FAR clauses) of the authorizing documents such as purchase orders, contracts, etc.; and with applicable regulations; are charged to appropriate budget line items, supported by travel authorization, Lease Agreements, and have required payment documentation. Verifies that all arithmetical computations on invoices/vouchers are correct and accurate.

b. Verifies that all invoices/vouchers are administratively approved by the authorized and/or receiving officer indicating that the ordered goods and/or services are received in satisfactory condition and that the invoice/voucher is proper for payment.

c. Ensures that all supporting documentation including the original invoice, delivery or consignment note, or commercial bill of lading or airway bill, as applicable, are attached to the voucher.

d. Determines in coordination with the accountant that funds are obligated and available for payment of the invoice/voucher. Verifies that the fiscal data on the voucher is correct and complete. Obtains additional information, documentation, and/or clarification on doubtful or questionable payments. Advises payees giving reasons when payment is disallowed.

e. Reviews USDH/USPSC allowances claims such as COLA, health reimbursement, and limited E2 vouchers processed at Post i.e., HL.

### **B. Determining accuracy of information.**

**15%**

Corresponds with contractors, vendors, and employees concerning vouchers being examined to request additional information regarding invoices and to provide guidance on voucher requirements. Prepares draft documents outlining rationales concerning disallowances for

COR/AOR's or Financial Analysts' use in communicating with contractors or vendors. Corresponds with stakeholders to ensure accuracy of documents submitted for payments. Meets with grantees and advises them on how to submit vouchers, attachments required, timeliness, etc. Provides assistance to contractors, grantees and loan recipients in the handling of requests for payments and advances and on the supporting documents necessary to process these payments. Maintains a constant monitoring process of actual and cumulative disbursements. Reconciles cumulative disbursements with the reports submitted by grantees and contractors.

### **C. Payment processing**

**15%**

Processes payments in the computerized Phoenix database to track funds availability and for posting and reconciliation purposes. Maintains and periodically reconciles Phoenix reports and records showing amounts obligated, committed, and disbursed to project supporting records. Posts EFT special payment vouchers and SF 1080 charges between Agencies directly into the Phoenix accounting system. Reconciles these entries in the system. Record documents in ASIST.

### **D. OFM support**

**15%**

Backstops other two VEs. Enhances the financial analysis team's financial reviews and NUPAS.

### **D. Citibank Voucher review**

**5%**

Review Citibank Statement travel vouchers for processing.

3. **Supervisory Relationship:** The VE reports directly to the SVE. The VE will at times receive guidance from the Certifying Officer and the Controller.

4. **Supervisory Controls:** Non-supervisory position.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a. **Education:** A college/university studies in Business Administration, Accounting, Finance, or Economics is required.

b. **Prior Work Experience:** A minimum of three years of accounting work experience, of which two years should be in related work with Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.

c. **Language Proficiency:** Level IV English ability (fluent) is required.

d. **Job Knowledge:** A thorough knowledge and understanding of basic accounting knowledge is required.

e. **Skills and Abilities:** Excellent interpersonal skills are required as the incumbent will frequently be working with Mission employees at all levels. Must be able to multitask, be a self-starter, and possess strong organizational skills. Must have the ability to understand basic requirements of

various applicable regulations and procedures. Must be able to identify, interpret, and apply law, rules, regulations, and grant/contract provisions. Must be able to communicate clearly to internal and external customers and be able to establish and maintain effective working relationships in a team environment. Must have good computer and typing skills and a good understanding of the Microsoft Office programs, like Word, Excel, and PowerPoint, and must be comfortable. Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements.

## **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

## **EVALUATION FACTORS**

Applicants who clearly meet the minimum Education, Experience and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

**FACTOR #1: Knowledge** (As stated above) – 10 points.

**FACTOR #2: Skills and Abilities** (As stated above) – 10 points.

**FACTOR #3: Communication and Language Skills** (As stated above) – 10 points.

**Interview Performance: 70 points**

**Total Possible Points: 100 points**

## **SELECTION PROCESS**

- (1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.

- (2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.
- (3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.
- (4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

### **III. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) MUST be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

### **IV. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

## V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
2. ALLOWANCES (as applicable):
  - a. Transportation Allowance
  - b. Meal Allowance
  - c. Miscellaneous Allowance
  - d. Housing Allowance

## VI. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

## VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: CCNPSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).